

The Common Application: Step by Step 2025-2026

Create a Common Application account at www.commonapp.org

- Bookmark this webpage
- Choose Create New Account
- Registration Information (questions that need some explanation are bulleted below)
 - Choose “First Year Student”
 - Enter Westwood High School email address
 - Choose a password that you will remember and will meet Common App requirements
 - Enter first and last name, address, phone number, date of birth
 - Click “No” for being based in a European Union Country, etc.
 - Choose “Plan to start in 2026 ”
 - Unclick the 1st and 2nd checkbox if you don’t want to give permission for communication
 - Click the 3rd checkbox to accept terms/conditions
 - Click create

Go to the College Search tab

- Search for a college that you are interested in or may be applying to
- Click add this college (this doesn’t mean you have to apply to this college)
 - You must add at least one college in order to proceed

Go to the Common App tab

- Click on Education on the left side of screen *
 - Current or Most Recent Secondary (High) School lookup – find Westwood High School
 - Date of entry – September, 2022
 - Is this a boarding school – No
 - Did or will you graduate from this high school – Yes
 - Graduation Date -May 2026
 - Check off option for progression – most students will check “No change in progression”
- Counselor Specific Information (refer to table below)
 - Enter counselor prefix – choose Mr. or Ms.
 - Enter your counselor’s first and last name (middle initial not required)
 - Counselor’s title – Guidance Counselor
 - Enter counselor’s email address
 - Enter counselor’s phone

Counselor Name	Email Address	Phone Number
Mr. Max Erilus	merilus@westwood.k12.ma.us	781-326-7500x3135
Mr. David Fredrickson	dfredrickson@westwood.k12.ma.us	781-326-7500x3120
Ms. Caroline Higgins	chiggins@westwood.k12.ma.us	781-326-7500x3134
Ms. Julia Shields	jshields@westwood.k12.ma.us	781-326-7500x3312
Ms. Ember Parker	eparker@westwood.k12.ma.us	781-326-7500x3138
Ms. Mallory McKearin	mmckearin@westwood.k12.ma.us	781-326-7500x3123

- Other Secondary Schools
 - If you have attended another high school please indicate school name and time you attended
- Colleges & Universities
 - Did you take any college courses? This does not mean AP courses
 - Enter “0” if not applicable to you
- Grades
 - Graduating class size – 197
 - Class rank reporting - None
 - GPA Score reporting - Enter 4
 - Cumulative GPA – use weighted GPA (can be found on transcript/Aspen/Naviance)
 - GPA Weighting – Weighted

- Current or Most Recent Year Courses
 - Enter the number of courses you are taking this year – for most students it is 6
 - Course scheduling system – “Semester”
 - Course title
 - Enter the course title as it appears on your schedule
 - Course level
 - Level CP and ACP courses = College Prep
 - Level H courses = Honors
 - AP level courses = Advanced Placement
 - AICE, IB and Regent levels not applicable
 - Course schedule
 - Indicate full year, first semester or second semester
- Honors
 - Honors or awards (including honor roll)
- Community Based Organizations
 - Are there programs or organizations that have informed you that they will be providing free assistance to you in the application process?
 - If unsure, click 1 and look at the list of organizations offered to see if they apply
 - This may not be applicable to you and you would enter “0”
- Future Plans
 - Choose your career interest and highest degree you intend to earn

These next 2 steps are required to match your Common App and Naviance accounts

1. Go to Dashboard on Common App

- Click on any school on your My Colleges list
- Click on Recommenders and FERPA
- Click on the FERPA link, “Complete Release Authorization,” and follow directions
- Click on “I have read and understood . . .”
- Click on “I acknowledge that every school . . .”
- Click on “I waive my right to review . . .”
- Click on “I understand that my waiver . . .”
- Provide electronic signature and date and click Save
- You only have to do FERPA once regardless of what school you click on; it will apply to all
Do not “Invite Recommenders”
 - We take care of this through Naviance

2. Now Log into your Naviance Account to match with Common App

- Go to Colleges
- Click on “Colleges I’m Applying To”
- Enter your Common App email address to finalize link between Naviance and Common App
 - Birthdate will be entered automatically
- Click Match

You have now completed important steps to start your Common Application and link it to Naviance. In order to finish your Common App you must complete Testing, Activities and Writing sections of application.

***Courses and Grades Section of Common App Courses**

Some colleges require that you enter your courses and grades - into the Common Application.

- Have your transcript in front of you.
- Follow these steps: [Entering Your Courses and Grades on the Common Application.](#)